

Volunteers

Required Forms:

- **"Volunteer Information Form"** (signed by volunteer, supervisor and returned to SDSU Research Foundation Human Resources)
- If volunteer will be driving for business other than to and from work. **"Drivers Certification for Business Use of Vehicle(s)"** Form (returned to SDSU Research Foundation Human Resources)

Additional Required Forms if Working With or Near Children, the Elderly or Individuals With Disabilities:

- [SDSU Research Foundation Live Scan Fingerprinting Procedures](http://www.foundation.sdsu.edu/pdf/hr_live_scan_fingerprinting_procedures.pdf)
(www.foundation.sdsu.edu/pdf/hr_live_scan_fingerprinting_procedures.pdf)
- **"Code of Conduct"** Form (signed by volunteer, supervisor and returned to SDSU Research Foundation Human Resources)
- **"Request for Live Scan Service"**

Volunteer Information Form

Volunteers provide essential services to many of the SDSU Research Foundation's Projects and Agencies and we wish to welcome you as valued members of the campus community.

For insurance purposes, the SDSU Research Foundation is required to collect information regarding whom to contact in cases of emergency, the kind of work you are doing, and the number of hours you volunteer. This form will allow you to identify your "Emergency Contact" and the kind of services you perform.

On behalf of the SDSU Research Foundation, I would like to thank you for your cooperation and hope that you find your volunteer services to the University community very rewarding.

Robert Blizinski, Human Resources Associate Executive Director

Volunteer's Name:			
Area Code:	Home Phone Number:	Email:	
Current Address:			
Emergency Contact Person:			
Area Code:	Emergency Phone Number:		
This is to certify that I desire to volunteer my services and acknowledge that I will not be compensated for these services.			
Volunteer's Signature:			Date:
Supervisor's Name:		Phone Number:	
Supervisor's Signature:			Date:
Project/Department Name:			
Anticipated Period of Employment:			
Grant Specialist:			
Fund:	Org:	Account:	Program:
Will volunteer be driving for business other than to and from work? <input type="radio"/> Yes <input type="radio"/> No			
If yes, must submit Driver Certification for Business Use of Vehicles Form.			
Will volunteer be working with or near children, the elderly or individuals with disabilities? <input type="radio"/> Yes <input type="radio"/> No			
If yes, must complete Code of Conduct Form & Request for Live Scan Service. Fingerprint results must be cleared by SDSU Research Foundation Human Resources before any work may commence.			
Duties of the Volunteer:			

Workers' Compensation Job Classification Code of Volunteer's Position:
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Samples of Workers' Compensation Job Classification Codes:

- | | |
|---------------------------------|------------------------------|
| 2A 8868 Instructor/Teacher | 2E 9015 Building Maintenance |
| 2C 8810 Clerical/Administrative | 2H 7610 KPBS (Off Air) |
| 2D 4511 Research/Field Work | 2L 9053 Divers |

Driver Certification for Business Use of Vehicle(s)

See Instructions beginning on page 6.

Return All 8 pages To:

Human Resources
SDSU Research Foundation
5250 Campanile Drive, San Diego, CA 92182-1945

Project:
Supervisor:
Phone:

I hereby certify that, whenever I drive an SDSU Research Foundation (SDSURF) owned vehicle or a privately owned vehicle on SDSURF business:

1. I will have a valid driver's license in my possession in accordance with California State law,
2. The vehicle will be covered by liability insurance for at least the minimum amount prescribed by California law. I will have a current vehicle registration and proof of insurance in the vehicle at all times while driving, as required by Vehicle Code Section 16020.
3. I will carry only passengers who are also on SDSURF business,
4. The vehicle will be equipped with safety belts in good operating condition and all passengers will be required to wear them,
5. The vehicle will be appropriate for the work performed, and
6. To the best of my knowledge, the vehicle will be in safe mechanical condition as required by law.

I further certify that, while using any vehicle for official SDSURF business, all accidents will be reported within 24 hours to the SDSURF Human Resources at (619) 594-4139. I understand that permission to drive a vehicle on SDSURF business is a privilege, which may be suspended or revoked at any time, and that driving a personal vehicle on SDSURF business without meeting the requirements as stated above is considered a violation of SDSURF policy and may be grounds for disciplinary action, up to and including termination of my volunteer appointment.

Section A - Choose the applicable driving option from the following:

<input type="checkbox"/>	I will never drive any vehicle on SDSURF business. (If checked, proceed to and complete Section C)
<input type="checkbox"/>	I will drive less than 2 times per week and agree to provide proof of insurance. (If checked, proceed to and complete Sections B and C)
<input type="checkbox"/>	I will drive on SDSURF business as part of my appointment at least 2 times per week and agree to provide proof of insurance, or I will drive a 10, 12 or 15 passenger van, can provide proof of Class B license, and agree to provide proof of insurance. (If checked, proceed to and complete Sections B, C and D)

Section B: License and insurance information:

Driver's License Number:	State:	Expiration Date:
Insurance Carrier Name:		Policy Expiration:
Policy Number:		Policy Period:

Red ID:

Section C: Employee acknowledgment:

Acknowledgment - If requested I agree to provide my current Motor Vehicle Record to SDSURF within 3 working days.

Employee Signature:	Date:
Print Name and Red ID:	Date:

Section D: Authorization for release of information:

Employer Pull Notice Program Authorization for Release of Driver Record Information

I hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to San Diego State University Research Foundation (SDSURF).

I understand that SDSURF will enroll me in the Employer Pull Notice (EPN) Program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my volunteer appointment.

I am driving in a capacity that requires enrollment in the EPN Program pursuant to California State University Risk Management Authority (CSURMA) Policy and Procedure 1-AOC. I understand that enrollment in the EPN program is an effort to promote driver safety, and that my driver license report will be released to SDSURF to determine my eligibility as a licensed driver during my volunteer appointment.

Executed at City:	County:	State:
Date:	Employee Signature:	

For HR Use Only

Proof of insurance verified:

Yes

No

DMV Report Requested:

Yes

No

Date Requested:

DMV Employee Pull Notice Program/Automobile Insurance and the Use of Vehicles on SDSU Research Foundation Business

California State University Risk Management Authority (CSURMA) policies and procedures require SDSU Research Foundation (SDSURF) to provide them with documentation that all individuals who drive vehicles on SDSU Research Foundation business hold a valid drivers license. Also required is documentation that individuals who use their own vehicles maintain current primary automobile coverage on that vehicle. This requirement applies whether the individual is driving their own vehicle only **occasionally** on SDSU Research Foundation business or whether driving their vehicle is a **requirement** of their SDSU Research Foundation appointment.

Additionally, CSURMA policy requires SDSURF to enroll individuals who drive on SDSURF business more than once a week or whose primary duty is driving-related in the Department of Motor Vehicles Employee Pull Notice Program (DMV-EPN). This includes whether driving an SDSU Research Foundation owned vehicle or a privately owned vehicle on SDSURF business.

DMV Employee Pull Notice Program

The DMV-EPN Program allows SDSURF to monitor the driver license records of individuals who drive on behalf of SDSURF. The EPN Program generates a driver record 1) upon enrollment in EPN program, 2) from the date of enrollment on an annual basis or 12 months from the last action/activity printout, and/or 3) whenever a driver has any of the following actions/activities added to his/her driver record:

1. Convictions,
2. Failures to appear,
3. Accidents,
4. Driver license suspensions or revocations or,
5. Any other actions taken against the driving privilege.

Driving Standards as a Condition of Employment

Drivers on SDSURF business will have no more than three (3) driving record points for moving violations (speeding, failure to stop, etc.), no major violations in the previous three (3) years (reckless driving, etc.), or must not have been convicted of any alcohol-related or drug-related driving offense during the past three (3) years. These provisions apply even if the driving which resulted in acquiring the violation points was not in the course of the appointment.

Please be aware that should your driving record change and a major violation (i.e., driving with a suspended license, driving while intoxicated, reckless driving, etc.) occurs you may be classified as an unacceptable driver and may not be allowed to drive on SDSURF business. If driving is a job requirement, you must immediately inform your supervisor, and the Director of Human Resources. Failure to report a serious change in your motor vehicle record may result in disciplinary action, up to and including termination of your appointment.

Out of State Drivers

If another state reports action/activity to California on out-of-state licensed drivers or California licensed drivers, it will be stored on the driver record and reported to SDSU Research Foundation.

Required Documentation

Individuals classified as occasional drivers (less than 2 times per week), must present the documentation listed below:

- A valid California driver's license or equivalent to legally operate the class of vehicle(s) they operate during their appointment.
- If permitted to use a personal vehicle in the course and scope of the appointment, proof of personal automobile liability coverage that meets California's minimum requirements. If not accessible, the individual will have 3 business days to provide such proof.

An individual who is driving more than once a week on SDSURF business or whose primary duty is driving related is classified as a non-occasional driver and will be required to present an acceptable Motor Vehicle Record (MVR) prior to the volunteer appointment.

Additionally, any individual driving a vehicle designed, used, or maintained for carrying more than 10 persons, including the driver for the purpose of transporting passengers on SDSURF business must possess a class B driver's license with a passenger endorsement, and will be subject to random drug testing in accordance with the Omnibus Transportation Act of 1991 and must comply with additional State and Federal regulations.

Automobile Insurance

You must carry liability insurance on your personal automobile at least in the minimum amounts required by California State law. If you are involved in an accident while on SDSURF business, your own personal automobile insurance will be primary in the event of a loss. SDSURF's insurance coverage is only applicable if the liability exceeds your personal liability insurance coverage. It is suggested you also carry automobile physical damage comprehensive and collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible. SDSURF's insurance does not cover loss or damage to your vehicle, nor your deductible.

It is the normal practice of insurance carriers to allow occasional use of privately owned vehicles on business trips without an increase in premium rates. Please check your vehicle insurance policy for specific coverage provided. If your vehicle is used consistently on SDSURF business, you should contact your insurance carrier who may require a change in the risk class upon which your premium is calculated and this may result in a premium increase.

Driver Requirements/Use of Vehicles While on SDSU Research Foundation Business

- You must have a valid driver's license in your possession in accordance with California State law.
- You must be covered by liability insurance for at least the minimum amount prescribed by State law. You must have a current vehicle registration and proof of insurance in the vehicle at all times while driving. Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry in the vehicle evidence of financial responsibility in effect for the vehicle.
- While on SDSURF business, you should carry only passengers in the vehicle who are also on business with you. No friends, relatives or children should be in the vehicle while you are driving on SDSURF business. No exceptions!
- Vehicle should be adequate for the work performed and must be in safe mechanical condition as required by law.
- Vehicle must be equipped with safety belts in good operating condition and all persons in the vehicle must be required to wear them.

Red ID:

- You are prohibited from writing, sending, or reading text-based communications on an electronic wireless communications device, such as a cell phone, while driving a motor vehicle.
- You are prohibited from making and/or receiving phone calls while driving on behalf of SDSURF.
- You must be aware of, and comply with, all state and federal laws while driving on behalf of SDSURF.
- If you are in an accident while on SDSURF business, you must complete a Vehicle Accident Report and report the accident within 24 hours to the SDSURF Human Resources at (619) 594-4139.

Travel into Mexico on SDSURF Business Requires Additional Proof on Insurance

Before driving your personal vehicle, or an SDSURF vehicle, into Mexico on SDSURF business, all individuals are required to purchase Mexican Auto Physical Damage and Liability Insurance, for the duration of their travel, from a reputable insurance company. Individuals must also keep copies of the policy, and a receipt for purchase of the insurance while in Mexico and be able to submit copies to SDSURF Human Resources upon request.

IMPORTANT

All individuals required to drive during their appointment are required to sign the "Driver Certification for Business Use of Vehicle(s)" form in order to meet the requirements of CSURMA policies and procedures. We will continue to ask you to provide us with updated information on an annual basis and appreciate your cooperation in doing so. Please be aware that driving your own personal vehicle on SDSURF business without meeting the requirements as stated above is considered a violation of SDSURF policy and may be grounds for disciplinary action, up to and including termination of your appointment.

Statement of Workers' Compensation Coverage

San Diego State University Research Foundation (SDSURF) Workers' Compensation policy includes coverage for Voluntary appointments.

Individuals who work under SDSURF control that are not on SDSURF payroll are covered under SDSURF workers' compensation policy.

Robert Blizinski, Human Resources Associate Executive Director